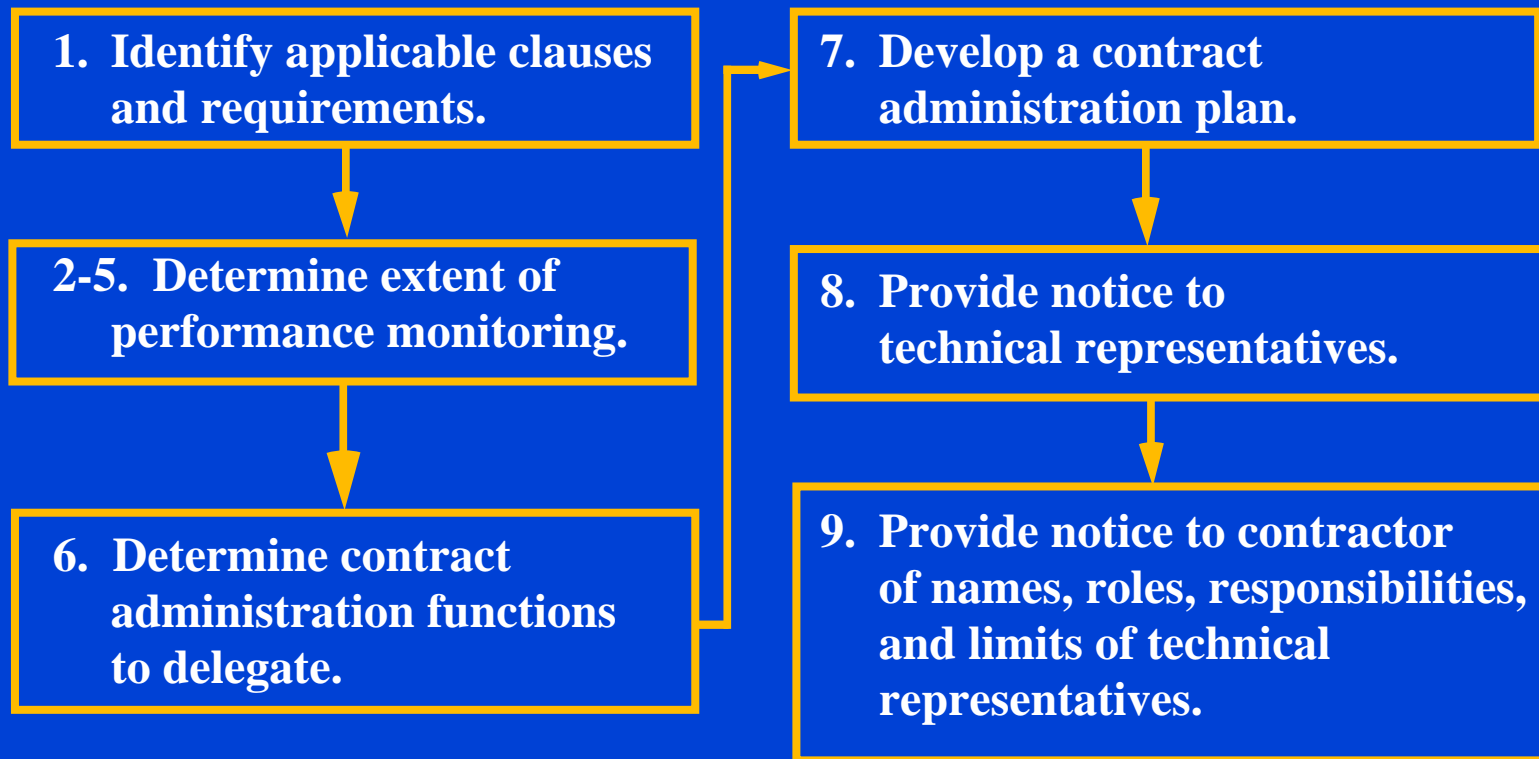


BASIC CONTRACT ADMINISTRATION

- **Plan the administration of a contract**
- **Conduct a post-award orientation**
- **Monitor a contractor's performance**
- **Resolve problems that may arise**
- **Apply remedies under the contract**
- **Prepare contract modifications**
- **Process a dispute, claim, or termination**
- **Authorize payments under a contract**
- **Close out a completed contract**

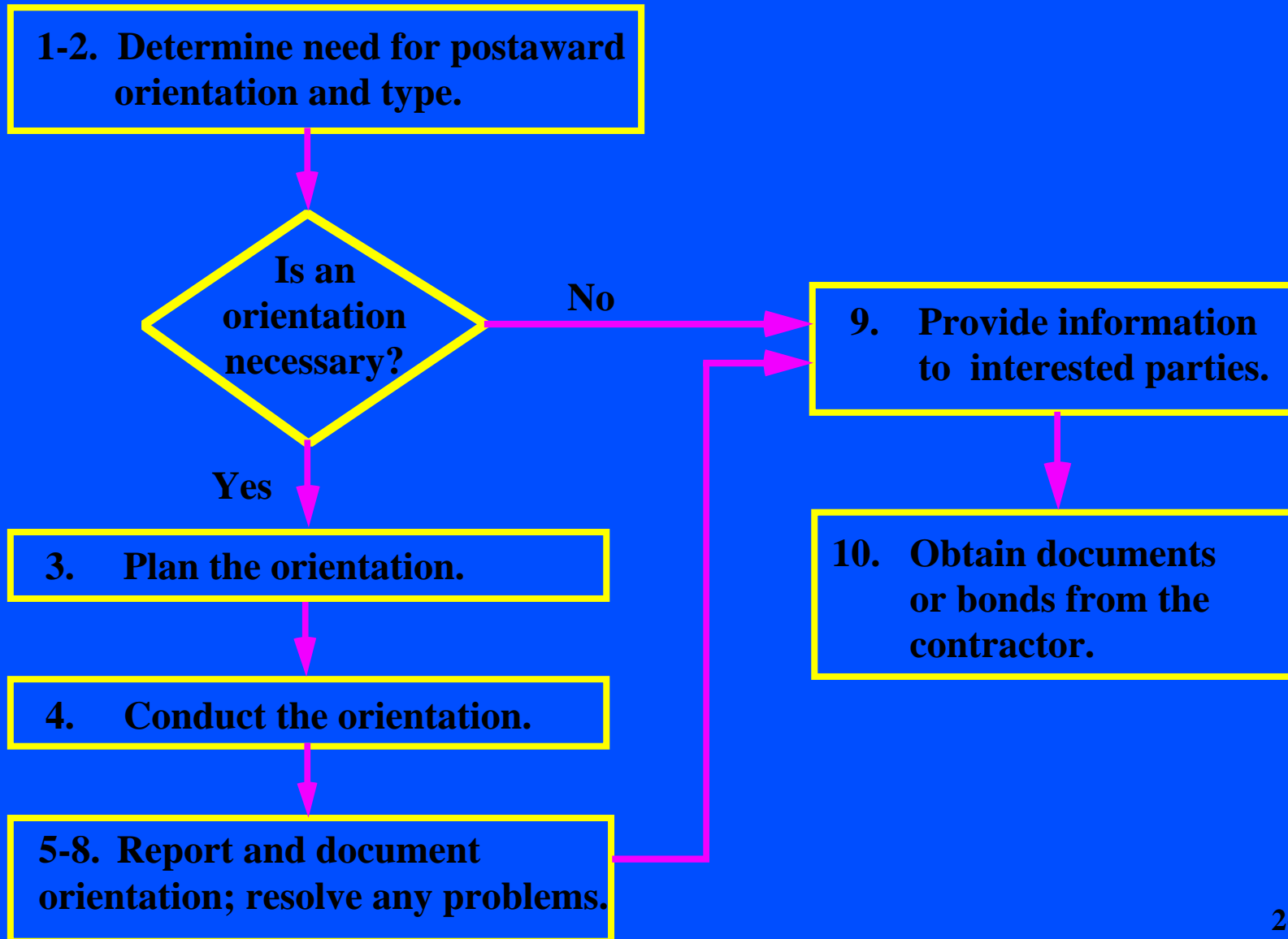
CONTRACT ADMINISTRATION PLANNING



CONTRACT ADMINISTRATION OUTLINE

- 1. Contract**
- 2. Contractor**
- 3. Files**
- 4. Scope of Work**
- 5. Place of Performance**
- 6. Reporting Requirements**
- 7. Contractor Milestones**
- 8. C.O. Representatives**
- 9. Potential Problem Areas**
- 10. Actions Required**

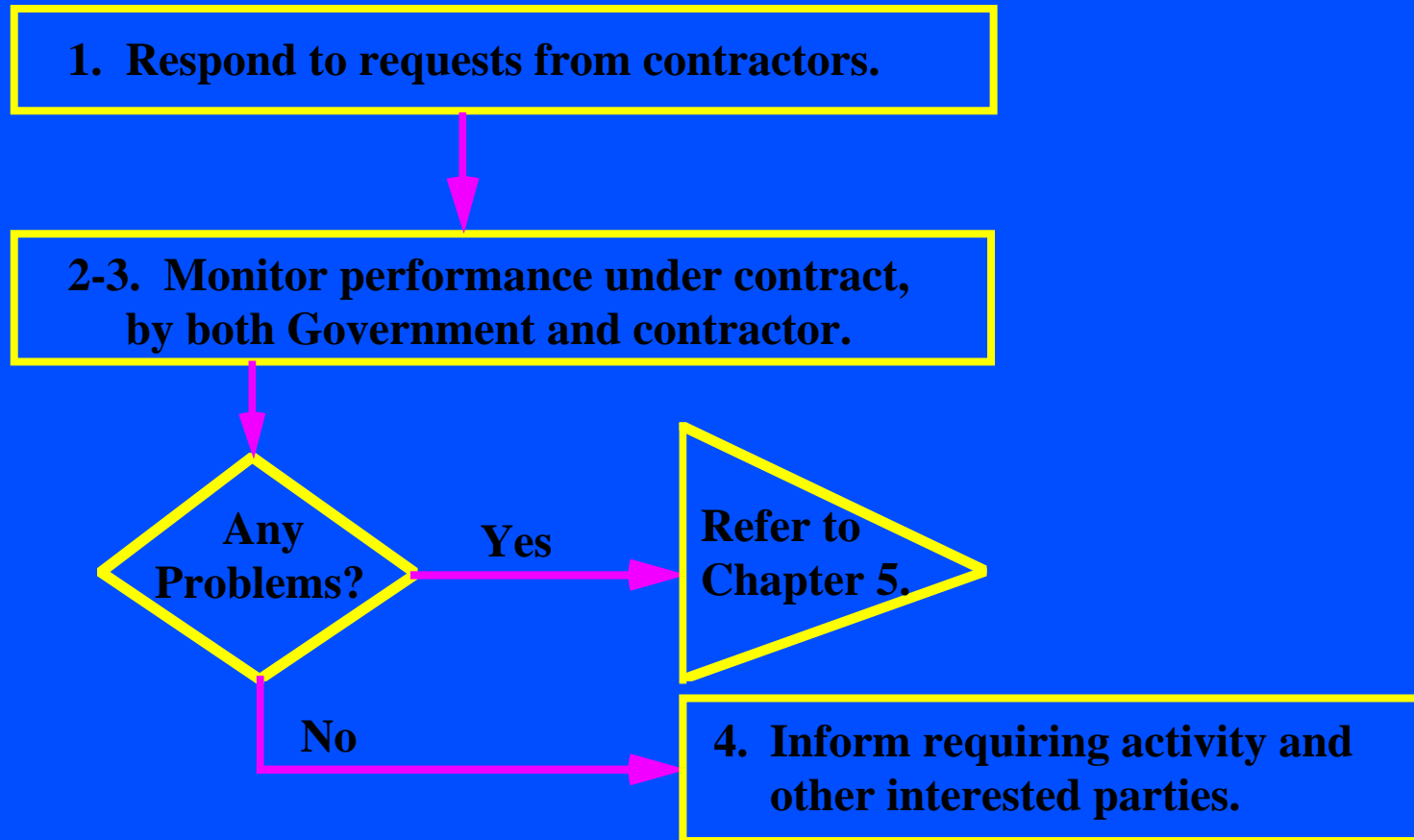
POSTAWARD ORIENTATION



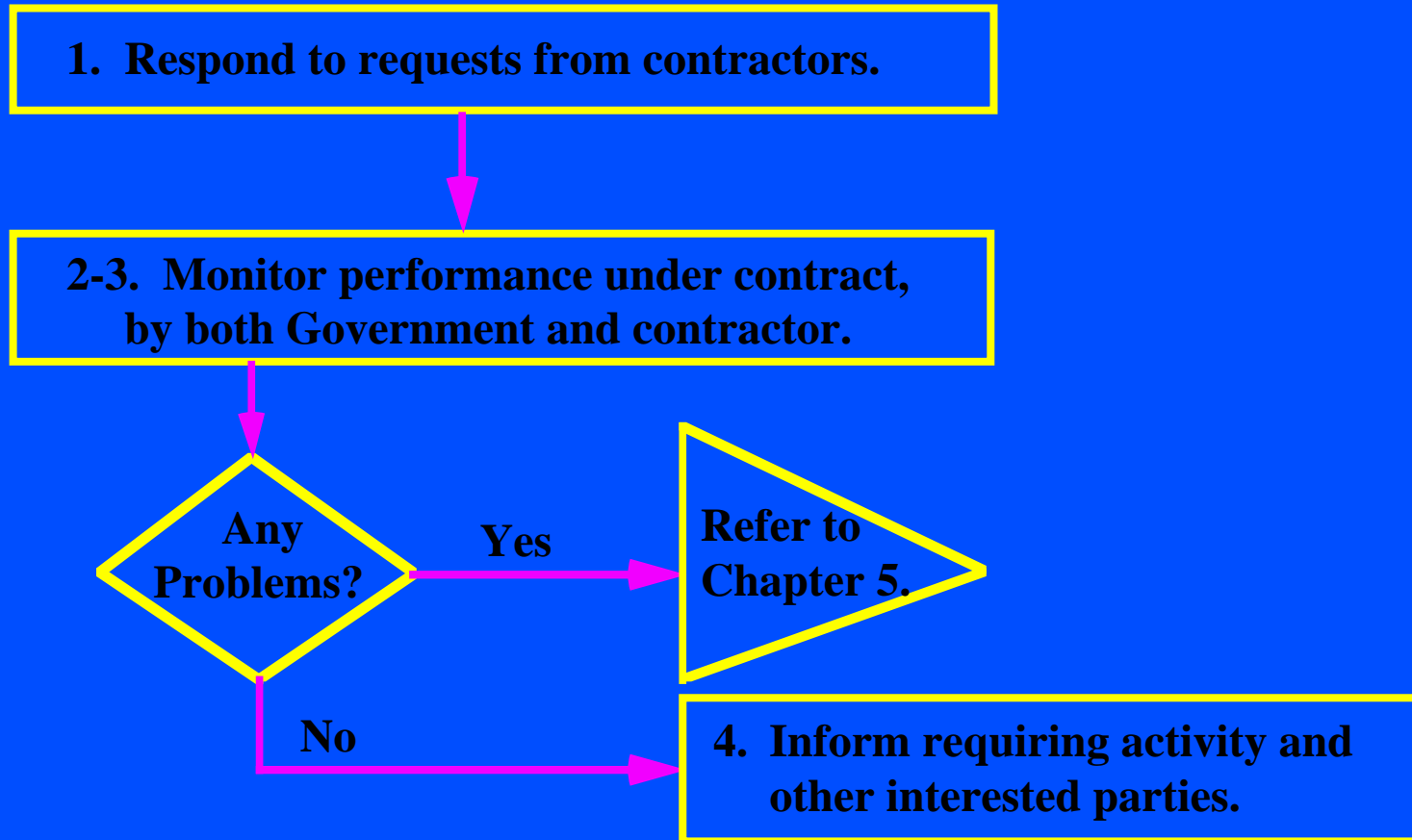
POSTAWARD FOLLOW-UP STEPS

- 5. Prepare a Report**
- 6. Select a Course of Action**
- 7. Modify the Contract**
- 8. Document Contract Files**
- 9. Provide Information to Others**
- 10. Obtain Needed Documents**

PERFORMANCE MONITORING



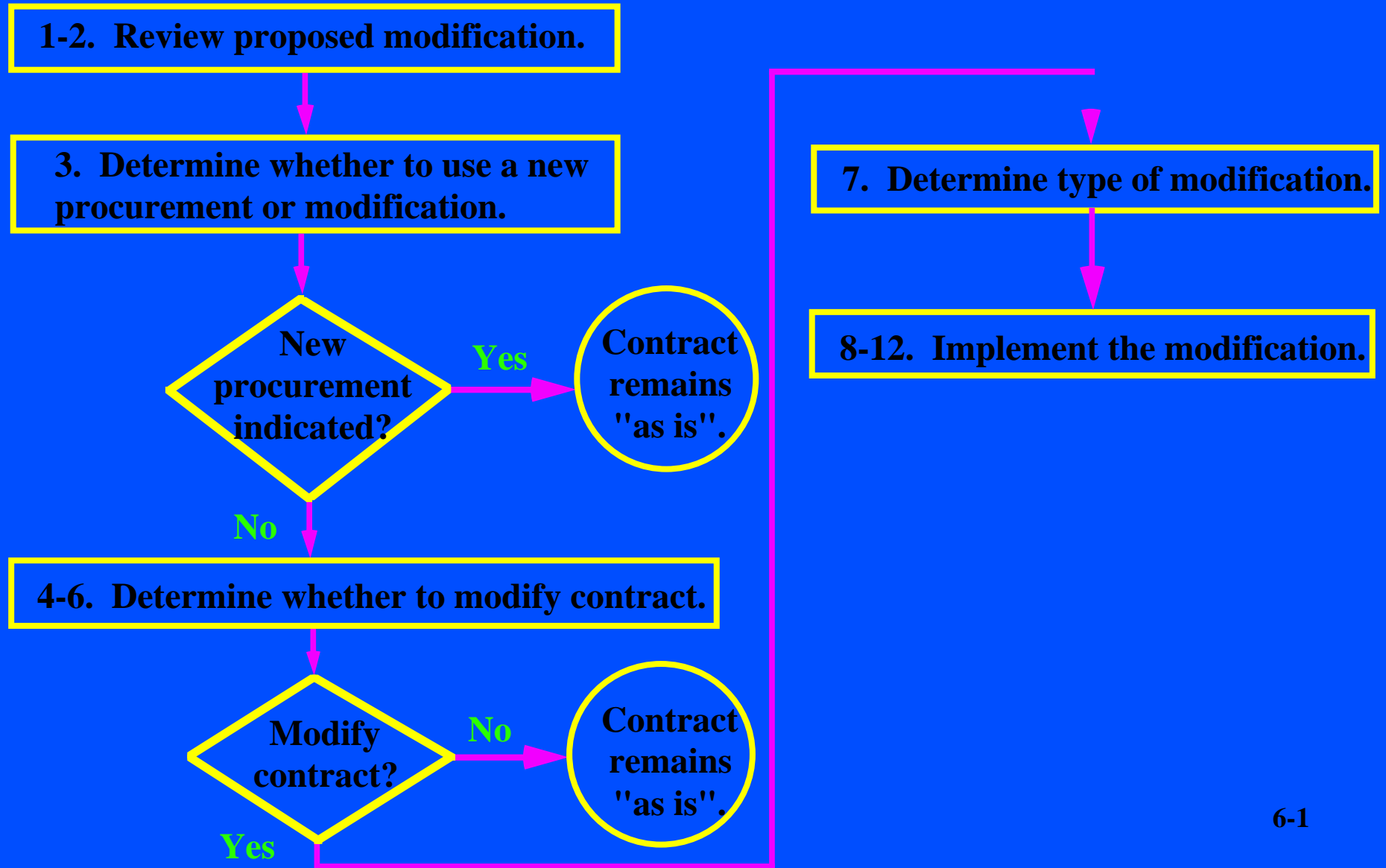
PERFORMANCE MONITORING



TYPES OF DELAYS

- **Excusable Delays**
- **Nonexcusable Delays**
- **Co-Mingled Delays**

CONTRACT MODIFICATION



FORMAL REMEDIES

¥Cure / Show Cause Notice & Forbearance Notice

¥Liquidated Damages

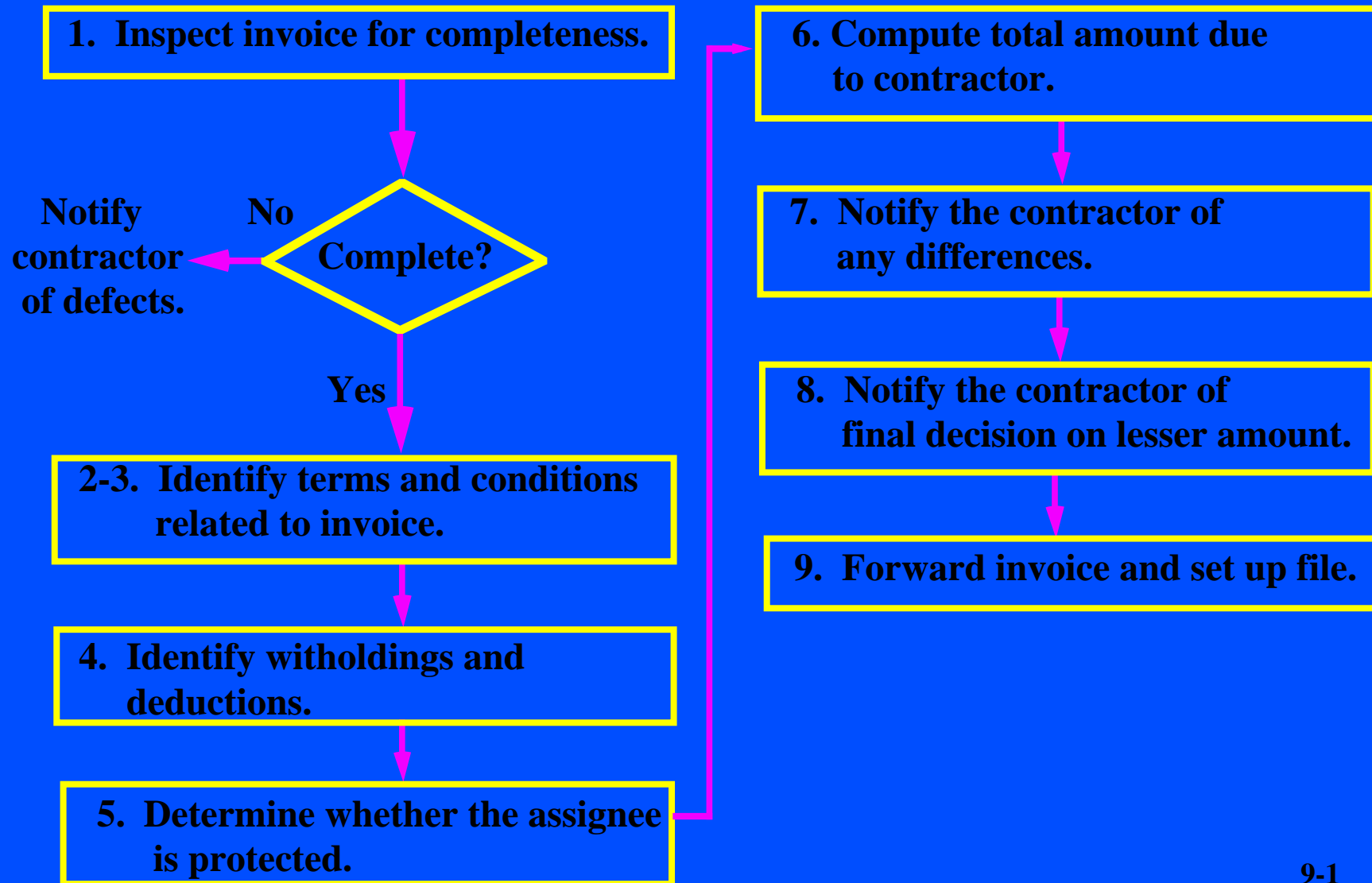
¥Rejection for Noncompliance

¥Express Warranty

¥Implied Warranty

¥Fraud, Gross Mistake, Latent Defect

PROCESSING CONTRACT PAYMENTS



CONTRACT CLOSEOUT

